

COUNCIL POLICY FORM

SUBJECT: Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings

POLICY PURPOSE:

The purpose of this policy is to provide procedures for the posting of agendas of boards and commission meetings in compliance with the Ralph M. Brown Act (Government Code S54950, et seq.). This policy will govern the location of posting, will formalize the public's right to speak and will provide procedures for confirming that agendas have been posted and notice of meetings given in accordance with the Act.

POLICY STATEMENT

- I. The agendas or minutes of meetings shall be posted by the Clerk or Secretary of each board and commission in the lobby of City Hall and the Sunnyvale public Library in a place freely accessible to the public as follows:
 - A. Agendas of regular meetings shall be posted at least 72 hours prior to the meeting.
 - B. Agendas of special meetings shall be posted at least 24 hours prior to any special meeting.
 - C. The minutes of any emergency meeting as defined by Government Code S54956.5 shall be posted for a continuous 10 day period as soon after the meeting as possible.
- II. Notice of special meetings and emergency meetings shall be provided as follows:
 - A. Special Meetings. The Secretary or Clerk of each board and commission shall deliver notice of any special meeting to each member of the legislative body, to each local newspaper of general circulation and to any radio and television station which has requested advance notification, at least twenty-four (24) hours prior to any special meeting. Each Secretary or Clerk of each board and commission shall maintain a file of posted agendas and notices delivered prior to any meeting for a period not less than 90 days. Each agenda shall be endorsed by the Clerk or Secretary indicating the time, date, and place of posting and shall also indicate each person, newspaper, radio and television station that received notification.

- B. Emergency Meetings. The presiding officer or designee thereof shall provide notice of any emergency meeting to each local newspaper of general circulation and each radio and television station which has requested notice at least one hour prior to any emergency meeting.
- III. Each agenda shall provide an opportunity for members of the public to address the board or commission on any matter within the jurisdiction of the legislative body subject to reasonable rules and restrictions as may be necessary under the circumstances.
- IV. Each agenda should state that no action will be taken on matters not appearing as agenda items unless permitted under provisions of Government Code S54954.2(b).

Report to Council No. 86-35 CA

Approved by City Council on December 23, 1986

Deputy City Clerk Certification _____